



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
07-2015

OPEN TO: All Interested Candidates
POSITION: Translator / Political Assistant FSN-08*; FP-06** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: April 12, 2015
CLOSING DATE: April 26, 2015
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 1,558,125* (Grade 8)

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Translator / Political Assistant in Political / Economic Office.

BASIC FUNCTION OF POSITION

Supports the Pol/Econ section by providing written and oral translation services, tracks and analyzes social and political developments in the press, organizes visit schedules, and works on special projects assigned by Pol-Econ Chief. Prepares diplomatic notes, demarches, talking points and other correspondence, as well as consecutive and simultaneous translation services between English, Arabic and French. Accompanies officers to meetings inside and outside of Algiers. Must have an awareness of Algerian social and political issues and developments.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Required Education: Completion of university degree in interpretation-translation or B.A in English is required.

2. Prior work experience: Three years of experience in interpreting or translating involving the English language.

3. Language Proficiency: Level 4 English, French and Arabic are required.

4. Job Knowledge: In addition to language proficiency in English, French and Arabic, the incumbent must be familiar with correspondence formats, specialized terminology used in the conduct of foreign affairs to include technical economic terms. Must also have an awareness of Algerian political, economic and social institutions and trends.

5. Other Skills and abilities: Computer familiarity. Strong interpersonal skills and ability to interact with Algerian Government. Ability to interact with people at a variety of levels and prioritize work assignments.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: April 26, 2015

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Translator / Political Assistant, Vacancy Announcement # 07-2015

Point of Contact: Human Resources Office

Fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**